



Board Minutes 1 February 2017

Date: February 1 2017

The
**Archivists
Round Table**
of Metropolitan
New York,
Inc.

P.O. Box 151
New York
NY
10274-0154

Present:

Rachel Harrison, Director of the Education Committee
Rossy Mendez, Director of Communications Committee
Kerri Anne Burke, President
Lindsay Anderberg, Director of Outreach
Katherine Martinez, Secretary
Alexandra Lederman, Director of the Programming Committee
Karen Jamison Trivette, Vice President

On phone:

Michael Andrec, Treasurer
Miranda Mims, Director of the Advocacy Committee
Rebecca Chandler, Director of the Membership Committee

Called In:

Michael
Miranda
Rebecca

Open Issues and Discussion Items:

- NEA Spring Meeting
- voted in confirmation of moving forward with a collaboration
- Strategic Plan
- Goals and associated strategies will consider a 5 year period, to be revisited periodically and then re-appraised again after that time has lapsed
- Internships & Job Listings Page
- continuing conversation about internships, and the responsibility of ART in terms of monitoring listings to filter out postings that may over extend unpaid labor
- Separate listings between internship/volunteer positions and paid jobs
- Will share a Google doc to comment on ways we might restructure the entry form and website page content to address this issue
- Gmail
- This month we can complete
- Site Redesign
- Goals will be to declutter, simplify design and refresh brand, as well as address content
- Metropolitan Archivist



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- This will be re-established as a blog, will be discussing details over next meeting.
- Statement/Presidential Election–
- We will be reviewing wording of an official statement
- Budget Review
- Budget review is in the 2017 February Board Reports folder
- Upcoming Events and Calendar
- Advocacy Committee: event on Feb 15th is sold out
- Programming + Advocacy: creating an in person and online letter writing campaign regarding NEH, NEA, IMLS, and NY State Library Budget cuts.
- Programming: planning the June event
- Outreach: will be doing an event in May
- Education: Looking into SAA workshops
- Preservation Week in April needs to be organized
- NYAW 2017: last two weeks of October do not have Jewish Holidays

Name: Rossy Mendez

Title: Director of Communications Committee

- Twitter Chat on Jan 17th was postponed for following day and unfortunately, we did not have any participants. Next one will be scheduled for middle of february.

- No further updates

Date: February 1, 2017

Name: Rachel Harrison

Title: Director of Education Committee

The Education Committee is planning a book event around SAA's One Book, One Profession selection, *Teaching with Primary Sources*, to be held on February 26.

Planning for the 2017 Symposium is getting underway. The topic will most likely be something to do with local history and/or New York City neighborhoods. Please let me know if you have any ideas of topics to be included in the Call for Papers or you know of individuals or repositories which would have particular interest in receiving the CFP.



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Name: Rebecca Chandler

Title: Director of Membership Committee

- Nothing new to discuss. I have heard back from Pratt and Queens student SAA reps and once I have some dates, I'll run them by the group to try to get a few board members to attend.
- Was I supposed to have received a gmail account invite? Where do we stand with this?

Name: Lindsay Anderberg

Title: Director of Outreach Committee

- Our committee has started outreach to groups for an event featuring grassroots oral history projects and participants. We're aiming for April 2017.

Name: Alexandra Lederman

Title: Director of Programming Committee

- Job/Internship Descriptions and ART's role in filtering/changing the landscape of internships
 - Letter writing campaign online and in person event with the Advocacy Committee. The letter campaign will encompass the NEH, NEA, IMLS and NY State Library budget cuts. Miranda is working on the language, I am looking for a cultural institution that has lots of foot traffic to host us. Hopefully METRO will join us
 - March Programming: Oral History presentation/panel at BHS
 - Figuring out events from May and June



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Name: Miranda Mims

Title: Director of Advocacy

- The Advocacy Committee is partnering with Programming in a mass letter writing campaign. The campaign will take place both online, through our website, and in person, preferably at a local repository. The Advocacy Committee is currently drafting letters in response to possible cuts in funding to the following entities: the National Endowment for the Humanities (NEH) and the National Endowment for the Arts (NEA), the Institute of Museum and Library Services (IMLS) letter has already been approved by the Board and sent. All letters will be adapted for the campaign.
 - The Committee's upcoming panel discussion *Investing in Archivists* on February 15th at 6:30 pm at the Center for Jewish History, has received a lot of interest and is almost booked to capacity.
-

Name: Kerri Anne Burke

Title: President

Open Issues and Discussion Items:

1. NEA Spring 2018 Meeting
2. Budget review
3. Strategic plan
4. Email update
5. Statement on Presidential election

5. Examples

Thursday, November 17, 2016

Statement on Diversity and Inclusion

At the conclusion of one of the most divisive elections in recent U.S. history, the Mid-Atlantic Regional Archives Conference (MARAC) proudly reaffirms its longstanding commitment to diversity, inclusion, equity, and social



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justice. MARAC is committed to the importance of diversity and inclusion in our organization, our profession, and the communities we serve. Our organization serves individuals who protect intellectual freedom, privacy, confidentiality, and equitable access to information. We strongly reject any acts of hate, discrimination, bias, or intimidation against anyone on the basis of ability, race, ethnicity, national origin, gender identification, sexual orientation, or religion. Accordingly, we have charged a Task Force on Diversity and Inclusion, who will soon make recommendations in support of providing an inclusive and safe organization for all of our members. You can learn more about their work at:

<http://www.marac.info/diversity-and-inclusion>

Sincerely,

Brian Keough

SAA Statement Reaffirming Our Commitment to the Importance of Diversity and Inclusion

November 16, 2016

With the recent rise in hate crimes, harassment, and divisive rhetoric in our country, the Society of American Archivists reaffirms its commitment to the importance of diversity and inclusion. SAA strongly rejects any acts of hate, discrimination, bias, or intimidation against anyone on the basis of ability, race, ethnicity, national origin, gender, sexual orientation, or religion.

We are committed to supporting our members in their work during these challenging times. We stand by the [Core Values of Archivists](#) and the [Code of Ethics for Archivists](#) to guide our practices and beliefs, and by our [Code of Conduct](#) for our members and others who participate in our conferences, events, formal mentoring relationships, and online spaces. SAA stands with



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our allied professional partners as we continue to select, preserve, and make available evidence of our nation's diverse cultural heritage.

We welcome our members to review SAA's Core Values, Code of Ethics, [Statement on Diversity and Inclusion](#), and [Public Policy Agenda](#), which underscore our responsibilities to preserve and provide access to a documentary record that protects rights, supports accountability, and reflects the diversity of society as a whole. This includes working actively with communities to document those whose voices have been overlooked or marginalized. We welcome your recommendations for how we can encourage diversity and inclusion within SAA, the archives profession, the historical record, and the communities we serve. Contact us at saahq@archivists.org.

Name: Katie Martinez

Title: Secretary

- Review status of Gmail migration to find out whether everyone has set up forwarding of GoDaddy
- Consider site redesign by reviewing the results of the cardsort study
- Review the way Drive is used and established
- Consider single document for meeting notes

Name: Michael Andrec

Title: Treasurer

- There are several unclaimed bank deposits, dated 12/7 and 1/12. Please enter them into Wufoo when you have a chance.
- My migration of Treasurer emails from GoDaddy to Gmail seems to have worked.



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Name: Karen Trivette

Title: Vice President

- Strategic Plan -- Update from the directors; next steps
- ART Planning Calendar -- check in and next steps
- ART Elections -- Survey directors' interest to run

2016-2017 A.R.T. Budget

| ARCHIVES WEEK | ACTUAL 2014-2015 | Budget 2015-2016 | ACTUAL 2015-2016 | DIFFERENCE BETWEEN BUDGET AND ACTUAL 2015-2016 | Budget 2016-2017 | Increase/Decrease from 2015/16 - 2016/17 | Notes | FY YTD - 1/31/17 |
|------------------------------------------|------------------|------------------|------------------|------------------------------------------------|------------------|------------------------------------------|-------|--------------------------------|
| Expenses | | | | | | | | |
| Awards Ceremony | \$ 5,602.90 | \$ 6,000.00 | \$ 3,395.76 | \$ 2,604.24 | \$ 5,000.00 | \$ (1,000.00) | | \$4,700.63 |
| K-12 | \$ 556.98 | \$ 1,000.00 | \$ 529.02 | \$ 470.98 | \$ 1,000.00 | \$ - | a | \$780.46 |
| Layout Stipend | \$ - | \$ 300.00 | \$ 1,129.35 | \$ (829.35) | \$ 1,000.00 | \$ 700.00 | | \$1,526.62 |
| Symposium | \$ 1,952.48 | \$ 1,500.00 | \$ 2,252.62 | \$ (752.62) | \$ 2,500.00 | \$ 1,000.00 | | \$1,295.19 |
| <i>Total Expense</i> | \$ 8,112.36 | \$ 8,800.00 | \$ 7,306.75 | \$ 1,493.25 | \$ 9,500.00 | \$ 700.00 | | |
| Revenue | | | | | | | | |
| Grants | \$ 7,500.00 | \$ 7,500.00 | \$ 6,500.00 | \$ (1,000.00) | \$ 7,500.00 | \$ - | | \$6,500.00 |
| Sponsorships | \$ 1,000.00 | \$ 1,500.00 | \$ - | \$ (1,500.00) | \$ 1,500.00 | \$ - | | \$1,200.00 |
| <i>Total Archives Week Revenue</i> | \$ 8,500.00 | \$ 9,000.00 | \$ 6,500.00 | \$ (2,500.00) | \$ 9,000.00 | \$ - | | |
| MONTHLY PROGRAMS | | | | | | | | |
| MONTHLY PROGRAMS | ACTUAL 2014-2015 | Budget 2015-2016 | ACTUAL 2015-2016 | DIFFERENCE BETWEEN BUDGET AND ACTUAL 2015-2016 | Budget 2016-2017 | Increase/Decrease from 2015/16 - 2016/17 | Notes | FY YTD - 1/31/17 |
| Expenses | | | | | | | | |
| Monthly Events | \$ 1,092.60 | \$ 2,500.00 | \$ 1,527.01 | \$ 972.99 | \$ 2,500.00 | \$ - | | \$160.15 |
| Discussion groups | \$ - | \$ 100.00 | \$ - | \$ 100.00 | \$ 100.00 | \$ - | | |
| Annual Business Meeting | \$ - | \$ 1,000.00 | \$ - | \$ 1,000.00 | \$ 1,000.00 | \$ - | | \$254.75 |
| Holiday Party | \$ 1,568.87 | \$ 2,750.00 | \$ 1,151.03 | \$ 1,598.97 | \$ 2,750.00 | \$ - | | \$2,133.78 |
| <i>Total Expenses</i> | \$ 2,661.47 | \$ 6,350.00 | \$ 2,678.04 | \$ 3,671.96 | \$ 6,350.00 | \$ - | | |
| Revenue | | | | | | | | |
| Program Revenue | \$ 2,325.00 | \$ 3,500.00 | \$ 4,132.00 | \$ 632.00 | \$ 3,500.00 | \$ - | b | \$127.00 |
| Holiday Party Revenue | \$ 1,340.00 | \$ 1,750.00 | \$ 845.00 | \$ (905.00) | \$ 1,750.00 | \$ - | | \$1,570.00 |
| <i>Total Revenue</i> | \$ 3,665.00 | \$ 5,250.00 | \$ 4,977.00 | \$ (273.00) | \$ 5,250.00 | \$ - | | |
| OUTREACH PROJECTED EXPENSES | | | | | | | | |
| OUTREACH PROJECTED EXPENSES | ACTUAL 2014-2015 | Budget 2015-2016 | ACTUAL 2015-2016 | DIFFERENCE BETWEEN BUDGET AND ACTUAL 2015-2016 | Budget 2016-2017 | Increase/Decrease from 2015/16 - 2016/17 | Notes | FY YTD - 1/31/17 |
| Scavenger Hunt | \$ - | \$ 2,000.00 | \$ - | \$ 2,000.00 | \$ 2,000.00 | \$ - | | \$66.00 (event co-sponsorship) |
| <i>Total Expenses</i> | \$ - | \$ 2,000.00 | \$ - | \$ 2,000.00 | \$ 2,000.00 | \$ - | | |
| COMMUNICATIONS PROJECTED EXPENSES | | | | | | | | |
| COMMUNICATIONS PROJECTED EXPENSES | ACTUAL 2014-2015 | Budget 2015-2016 | ACTUAL 2015-2016 | DIFFERENCE BETWEEN BUDGET AND ACTUAL 2015-2016 | Budget 2016-2017 | Increase/Decrease from 2015/16 - 2016/17 | Notes | FY YTD - 1/31/17 |
| Expenses | | | | | | | | |
| Metropolitan Archivist | \$ 381.50 | \$ 500.00 | \$ 900.00 | \$ (400.00) | \$ 800.00 | \$ 300.00 | | |
| MA. Meeting refreshments | \$ - | \$ 50.00 | \$ - | \$ 50.00 | \$ 50.00 | \$ - | | |
| Media Sharing | \$ - | \$ 100.00 | \$ 700.00 | \$ (600.00) | \$ 100.00 | \$ - | c | \$199.00 |

| | | | | | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------|--------------|---------------|--------------|---------------|---|------------|--|
| Website Refresh | \$ - | \$ 500.00 | \$ - | \$ 500.00 | \$ 500.00 | \$ - | | | |
| Branding Project | \$ - | \$ 2,400.00 | \$ - | \$ 2,400.00 | \$ - | \$ (2,400.00) | | | |
| <i>Total Expenses</i> | \$ 381.50 | \$ 3,550.00 | \$ 1,600.00 | \$ 1,950.00 | \$ 1,450.00 | \$ (2,100.00) | | | |
| Revenue | | | | | | | | | |
| Metropolitan Archivist Ads | \$ - | \$ 1,500.00 | \$ - | \$ (1,500.00) | \$ 1,500.00 | \$ - | | | |
| <i>Total Revenue</i> | \$ - | \$ 1,500.00 | \$ - | \$ (1,500.00) | \$ 1,500.00 | \$ - | | | |
| EDUCATION PROJECTED EXPENSES ACTUAL 2014-2015 Budget 2015-2016 ACTUAL 2015-2016 DIFFERENCE BETWEEN BUDGET AND ACTUAL 2015-2016 Budget 2016-2017 Increase/Decrease from 2015/16 - 2016/17 Notes FY YTD - 1/31/17 | | | | | | | | | |
| Expenses | | | | | | | | | |
| Workshops | \$ 253.50 | \$ 2,500.00 | \$ 1,036.13 | \$ 1,463.87 | \$ 1,500.00 | \$ (1,000.00) | | | |
| Revenue | | | | | | | | | |
| Education Revenue | \$ 1,485.00 | \$ 3,000.00 | \$ 630.00 | \$ (2,370.00) | \$ 3,000.00 | \$ - | d | | |
| MEMBERSHIP PROJECTED EXPENSE: ACTUAL 2014-2015 Budget 2015-2016 ACTUAL 2015-2016 DIFFERENCE BETWEEN BUDGET AND ACTUAL 2015-2016 Budget 2016-2017 Increase/Decrease from 2015/16 - 2016/17 Notes FY YTD - 1/31/17 | | | | | | | | | |
| Expenses | | | | | | | | | |
| Student Orientation | \$ - | \$ 500.00 | \$ - | \$ 500.00 | \$ 500.00 | \$ - | | | |
| Web/Membership Service | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | |
| <i>Total Expenses</i> | \$ - | \$ 500.00 | \$ - | \$ 500.00 | \$ 500.00 | \$ - | | | |
| Revenue | | | | | | | | | |
| Membership | \$ 12,765.00 | \$ 13,942.80 | \$ 16,180.00 | \$ 2,237.20 | \$ 13,000.00 | \$ (942.80) | | \$9,115.00 | |
| Donations | \$ 1,330.00 | \$ 1,000.00 | \$ 1,035.00 | \$ 35.00 | \$ 1,000.00 | \$ - | | \$575.00 | |
| <i>Total Membership Revenue</i> | \$ 14,095.00 | \$ 14,942.80 | \$ 17,215.00 | \$ 2,272.20 | \$ 14,000.00 | \$ (942.80) | | | |
| SECRETARY PROJECTED EXPENSES ACTUAL 2014-2015 Budget 2015-2016 ACTUAL 2015-2016 DIFFERENCE BETWEEN BUDGET AND ACTUAL 2015-2016 Budget 2016-2017 Increase/Decrease from 2015/16 - 2016/17 Notes FY YTD - 1/31/17 | | | | | | | | | |
| Insurance | \$ 1,043.00 | \$ 1,050.00 | \$ 1,043.00 | \$ 7.00 | \$ 1,050.00 | \$ - | | | |
| Supplies | \$ 39.83 | \$ 50.00 | \$ - | \$ 50.00 | \$ 50.00 | \$ - | | | |
| Transportation (to pick up records from E | \$ - | \$ 40.00 | \$ - | \$ 40.00 | \$ 40.00 | \$ - | | | |
| art ARCHIVES STORAGE | \$ - | \$ 750.00 | \$ - | \$ 750.00 | \$ 750.00 | \$ - | | | |
| <i>Total Expenses</i> | \$ 1,082.83 | \$ 1,890.00 | \$ 1,043.00 | \$ 847.00 | \$ 1,890.00 | \$ - | | | |
| TREASURER PROJECTED EXPENSES ACTUAL 2014-2015 Budget 2015-2016 ACTUAL 2015-2016 DIFFERENCE BETWEEN BUDGET AND ACTUAL 2015-2016 Budget 2016-2017 Increase/Decrease from 2015/16 - 2016/17 Notes FY YTD - 1/31/17 | | | | | | | | | |
| Expenses | | | | | | | | | |
| Bank Fees | \$ 17.10 | \$ 45.00 | \$ 15.36 | \$ 29.64 | \$ 45.00 | \$ - | | | |

Cash Summary
Archivists Round Table of Metropolitan New York, Inc.
For the month ended 29 January 2017

| | Jan 2017 | Dec 2016 | Nov 2016 | Oct 2016 | Sep 2016 | Aug 2016 | Jul 2016 | Jun 2016 | May 2016 | Apr 2016 | Mar 2016 | Feb 2016 | YTD Actual |
|------------------------------------|-----------------|-------------------|--------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|------------------|-------------------|-------------------|--------------------|
| Income | | | | | | | | | | | | | |
| Archives Week Journal Ad | \$0.00 | \$0.00 | \$0.00 | \$1,200.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,200.00 |
| Bank Interest | \$0.00 | \$0.79 | \$1.14 | \$1.12 | \$1.16 | \$0.80 | \$0.97 | \$1.06 | \$0.99 | \$1.18 | \$1.01 | \$1.03 | \$5.98 |
| Donations | \$0.00 | \$0.00 | \$0.00 | \$160.00 | \$80.00 | \$0.00 | \$335.00 | \$75.00 | \$65.00 | \$0.00 | \$0.00 | \$100.00 | \$575.00 |
| Grants | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$6,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$6,500.00 |
| Holiday Party Revenue | \$0.00 | \$615.00 | \$955.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$15.00 | \$1,570.00 |
| Membership | \$950.00 | \$300.00 | \$500.00 | \$1,080.00 | \$1,205.00 | \$1,415.00 | \$3,665.00 | \$3,515.00 | \$240.00 | \$215.00 | \$520.00 | \$65.00 | \$9,115.00 |
| Program Revenue | \$0.00 | \$0.00 | \$0.00 | \$5.00 | \$0.00 | \$15.00 | \$107.00 | \$20.00 | \$0.00 | \$161.00 | \$488.00 | \$262.00 | \$127.00 |
| Total Income | \$950.00 | \$915.79 | \$1,456.14 | \$2,446.12 | \$7,786.16 | \$1,430.80 | \$4,107.97 | \$3,611.06 | \$305.99 | \$377.18 | \$1,009.01 | \$443.03 | \$19,092.98 |
| Less Operating Expenses | | | | | | | | | | | | | |
| Advocacy Program Costs | \$0.00 | \$0.00 | \$0.00 | \$500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$500.00 |
| Annual Business Meeting | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$19.95 | \$0.00 | \$234.80 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$254.75 |
| Awards Ceremony | \$0.00 | \$0.00 | \$4,191.80 | \$208.83 | \$0.00 | \$300.00 | \$0.00 | \$2,310.45 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$4,700.63 |
| E-Mail/Web Domain | \$20.17 | \$0.00 | \$33.60 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$416.66 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$53.77 |
| Holiday Party | \$0.00 | \$1,433.78 | \$700.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$11.76 | \$0.00 | \$0.00 | \$0.00 | \$2,133.78 |
| Insurance | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,043.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| K-12 | \$0.00 | \$0.00 | \$0.00 | \$780.46 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$780.46 |
| Layout Stipend | \$0.00 | \$0.00 | \$1,200.00 | \$326.62 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,526.62 |
| Media Sharing | \$0.00 | \$199.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$199.00 |
| Monthly Events | \$0.00 | \$0.00 | \$34.50 | \$0.00 | \$0.00 | \$0.00 | \$125.65 | \$0.00 | \$0.00 | \$505.70 | \$0.00 | \$504.42 | \$160.15 |
| Outreach - Event Co-Sponsorsh | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$66.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$66.00 |
| P.O. Box | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$134.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$134.00 |
| Paypal Fees | \$29.90 | \$29.60 | \$54.21 | \$42.84 | \$31.11 | \$37.17 | \$118.14 | \$110.11 | \$9.41 | \$15.75 | \$51.40 | \$16.91 | \$342.97 |
| Postage - Treasurer | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$9.80 | \$0.00 | \$0.00 | \$0.00 |
| Quickbooks | \$22.50 | \$22.50 | \$22.50 | \$22.50 | \$22.50 | \$22.50 | \$22.50 | \$22.50 | \$22.50 | \$22.50 | \$22.50 | \$22.50 | \$157.50 |
| Symposium | \$0.00 | \$0.00 | \$950.00 | \$345.19 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$228.34 | \$0.00 | \$0.00 | \$594.62 | \$1,295.19 |
| Tax Preparation | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$64.72 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| President's Development Fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$307.53 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$307.53 |
| Workshops | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$280.39 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Wufoo | \$29.95 | \$29.95 | \$29.95 | \$29.95 | \$29.95 | \$29.95 | \$29.95 | \$29.95 | \$29.95 | \$29.95 | \$29.95 | \$29.95 | \$209.65 |
| Total Operating Expenses | \$102.52 | \$1,714.83 | \$7,216.56 | \$2,256.39 | \$303.51 | \$389.62 | \$838.57 | \$2,889.67 | \$1,690.07 | \$583.70 | \$103.85 | \$1,168.40 | \$12,822.00 |
| Operating Surplus (Deficit) | \$847.48 | -\$799.04 | -\$5,760.42 | \$189.73 | \$7,482.65 | \$1,041.18 | \$3,269.40 | \$721.39 | -\$1,384.08 | -\$206.52 | \$905.16 | -\$725.37 | \$6,270.98 |
| Sales Tax Movements | | | | | | | | | | | | | |
| Sales Tax Inputs | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Sales Tax Outputs | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Net Sales Tax Movements | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Net Cash Movement | \$847.48 | -\$799.04 | -\$5,760.42 | \$189.73 | \$7,482.65 | \$1,041.18 | \$3,269.40 | \$721.39 | -\$1,384.08 | -\$206.52 | \$905.16 | -\$725.37 | \$6,270.98 |
| Summary | | | | | | | | | | | | | |
| Opening Balance | \$63,042.98 | \$63,842.02 | \$69,602.44 | \$69,412.71 | \$61,930.06 | \$60,888.88 | \$57,619.48 | \$56,898.09 | \$58,282.17 | \$58,488.69 | \$57,583.53 | \$58,308.90 | \$57,619.48 |
| Plus Net Cash Movement | \$847.48 | -\$799.04 | -\$5,760.42 | \$189.73 | \$7,482.65 | \$1,041.18 | \$3,269.40 | \$721.39 | -\$1,384.08 | -\$206.52 | \$905.16 | -\$725.37 | \$6,270.98 |
| Closing Balance | \$63,890.46 | \$63,042.98 | \$63,842.02 | \$69,602.44 | \$69,412.71 | \$61,930.06 | \$60,888.88 | \$57,619.48 | \$56,898.09 | \$58,282.17 | \$58,488.69 | \$57,583.53 | \$63,890.46 |